

**MUST BE CUSTOMIZED PRIOR TO ADOPTION
CREDIT CARDS**

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit cards under the supervision of the Treasurer. However, credit cards are not to be used to circumvent the general purchasing procedures required by State law and Board policies.

~~The Board authorizes the use of credit cards in the following manner.~~ **The Board authorizes the Treasurer to review available credit card accounts to determine which account and account provider best meets the needs of the District. The Treasurer will determine how many accounts, cards and checks are to be issued, and establish a process for credit card reissuance or cancellation.**

Credit Cards

- 1. The District name must appear on each card and/or check associated with the credit card account. The maximum credit card account limit is \$20,000 The Treasurer provides an annual report to the Board detailing all rewards received based on use of the credit card account.**
- ~~2.1-~~ All credit cards issued to and in the name of the District ~~shall~~ **are** be held and supervised by the Treasurer and used only for ~~approved District-related activities~~ **purposes authorized by this policy. The Treasurer establishes a system for cards to be signed out for use by an authorized user.**
- 3. Credit cards may only be used by the following individuals: Superintendent, Treasurer, Directors, Building Principals, Food Service Director, and Facilities Manager**
- ~~4.2-~~ Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the Board and staff. **Such expenses are subject to the reimbursement limits established by the Board.**
- ~~5.3-~~ If monies are budgeted and deposited with the Treasurer in advance, credit cards may be used by school employees for student trips and competitions for safety and security reasons.
- ~~6.4-~~ With prior approval of the Treasurer, credit cards may be used by school employees for school-related purchases from a vendor who does not accept purchase orders or vouchers.
- ~~7.5-~~ Gratuities are permissible only when card use is for group purchases and the tip is automatically added to the bill.

- ~~8.6.~~ **All credit card statements are sent directly to the Treasurer's office.** The Treasurer keeps a record of all credit card use.
- ~~9.7.~~ Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer within ~~five~~ **10** business days upon completion of approved use. **Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.** Failure to turn in receipts and appropriate form(s) to the Treasurer within ~~five business days~~ **the required timeframe** may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases. **Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee.**
- 10. All authorized users must immediately report loss or theft of the District credit card to the Treasurer who will immediately contact the credit card issuer.**

The use of the credit card for the following items is considered unauthorized use and classified as credit card misuse:

- 1. expenditures not specifically authorized by this policy;**
- 2. purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;**
- 3. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;**
- 4. alcoholic beverages or tobacco;**
- 5. fuel for use in a personal vehicle;**
- 6. entertainment expenses, including pay-per-view movie charges and/or**
- 7. cash advances.**

Persons using a credit card for personal, nonauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Misuse of the credit card is subject to disciplinary procedures, including termination. An employee or officer of the Board who knowingly misuses a District credit card account also is in violation of State criminal law.

[Adoption date:]

**LEGAL REFS.: ORC 9.21; 9.22
2913.21**

3313.311

CROSS REFS.: DJ, Purchasing
~~DJB, Petty Cash Accounts~~
DLC, Expense Reimbursement
GCL, Professional Staff Development Opportunities
GDL, Support Staff Development Opportunities

NOTES: *House Bill 312 adds new requirements for district credit cards.*

Credit card accounts are defined as any bank-issued credit card account, store-issued credit card account, financial institution credit card account, affinity credit card account or any other card account allowing the holder to purchase goods or services on credit or to transact with the account and any debit or gift card

account related to the receipt of grant moneys. The definition specifically does not include: procurement card accounts, gasoline or telephone credit card accounts or any other card account where merchant category codes are in place as a system of control for use of the card account.

Boards holding credit cards on the bill effective date must adopt policies for these cards meeting statutory requirements no later than three months after the bill's effective date. Boards not currently holding credit card accounts must adopt a written policy meeting the requirements prior to holding a credit card account.

The board policy must include:

- *The officers or positions authorized to use credit card accounts;*
- *The types of expenses for which a credit card account may be used;*
- *The procedure for acquisition, use and management of credit card accounts and presentation instruments related to the account including cards and checks;*
- *Procedures for submitting itemized receipts to the treasurer or chief fiscal officer or their designee;*
- *Procedures for credit card issuance, reissuance, cancellation and the process for reporting lost or stolen credit cards;*
- *The credit account's maximum credit limit or limits and*
- *Actions or omissions by an officer or employee that qualifies as credit card misuse.*

If the treasurer retains general possession and control of the account and presentation instruments, they may use a system to sign out credit cards to users authorized by the board policy. If the user does not provide itemized receipts in accordance with the policy, they may be required to reimburse the amount in accordance with State law or board policy.

If the treasurer does not retain general possession and control of the account and presentation instruments, the board must appoint a compliance officer who must fulfill statutory requirements.

This policy must be locally customized prior to adoption.

THIS IS A REQUIRED POLICY

**REMOVE REGULATION. ALL DETAILS COVERED IN POLICY
CREDIT CARDS**

~~Credit cards may be used for the following purposes:~~

- ~~1. School business travel, meetings, lodging and meals for out-of-District meetings or seminars are subject to the reimbursement limits established by the Board.~~
- ~~2. Gratuities are permissible only when card use is for group purchases and the tip is automatically added to the bill.~~
- ~~3. Purchases from vendors that require a credit card as form of payment do not supersede the requirement of preapproval of a purchase order for the purchase. The use of the credit card for electronic commerce must be preapproved by the submission of a purchase order prior to purchase.~~
- ~~4. The use of the credit card over the Internet must be safeguarded at all times. All vendors must be preapproved for use and must show sufficient proof of being a legitimate business entity. All purchases over the Internet are the sole responsibility of the Board's authorized buyer in the event of business fraud.~~
- ~~5. If the use of a tax exempt form is not possible, the expenditure is allowed. The person using the credit card should take along the appropriate tax exemption form so that sales tax is not charged.~~

~~Upon returning from an approved business trip, an employee shall submit all original itemized invoices and original credit card charge receipts to the Treasurer's office. Credit card statements will not suffice as invoices. Credit card statements will be mailed directly to the Treasurer's office. Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee. Receipts for meals must include the names of all individuals for whom meals were provided and the purpose of the meeting.~~

~~The use of the credit card is prohibited for the following items:~~

- ~~1. purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending a District business function;~~
- ~~2. payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;~~
- ~~3. alcoholic beverages or tobacco;~~

~~4. fuel for use in a personal vehicle;~~

~~5. entertainment expenses, including pay per view movie charges and/or~~

~~6. cash advances.~~

~~Persons using a credit card for personal, nonauthorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Abuse of the credit card is subject to disciplinary procedures, including termination.~~

~~The use of a credit card does not supersede the required completion of a professional leave form when applicable. These procedures also dictate the reimbursement procedures of the Board.~~

~~(Approval date:)~~